

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY**

California Integrated Waste Management Board

Reuse Assistance Grants Application—2nd Cycle

December 2000

**Applications must be mailed and postmarked no later than Friday, March 9, 2001.
No other form of delivery will be acceptable.**

**California Integrated Waste Management Board
Attention: Grants Administration Unit
P.O. Box 4025
Sacramento, CA 95812-4025**

This application package contains the following:

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Proposed Schedule:

DATE	ACTIVITY
December 15, 2000 to March 9, 2001	Application period
February 28, 2001	Questions due to the Board
March 1, 2001	Questions and answers posted on the Board's Web site
March 1, 2001	Compilation of the questions and answers will be to sent to everyone who requested an application
March 9, 2001	Applications due
March 30, 2001	Staff review applications and prepare recommendations
April 2001	Board approves grants
April 2001 to May 2001	Grant agreements developed and signed
May 1, 2001	Grant recipients begin execution of grants
May 1, 2003	Close of grant term; final payment request due

I. GRANT SUMMARY AND GUIDELINES

A. BACKGROUND

AB 939 (Sher, Chapter 1095, Statutes 1989) established a hierarchy for solid waste management with the most preferred option being source reduction, which includes materials reuse. Reuse is defined as using a material over again in its current form without any significant processing that would alter its material structure.

At the October 26, 1999 California Integrated Waste Management Board (Board) meeting, a funding allocation was approved for a major reuse initiative. A component of this initiative was funding for encouraging California public agencies to promote and apply the concept of reuse.

B. APPLICANT ELIGIBILITY

The Reuse Assistance Grants are available to California local public agencies. A "local public agency" means a county, city, whether general law or chartered, city and county, town, school district, community college, municipal corporation, district, political subdivision, or any board, commission or agency thereof, or other local public agency, as defined by Government Code § 54951. Only one (1) application may be submitted by a public agency. Public agencies that apply as part of a regional group may not also submit an individual application.

A local public agency may partner with a California nonprofit organization or commercial business. As the applicant, the public agency is responsible for administering the grant, and is accountable for how the grant funds are expended. A California nonprofit organization or commercial business may partner with more than one (1) local public agency and submit multiple applications; however, the applications, under Program Criterion #6 must demonstrate the organization's ability to run multiple grants, and, if applicable, how the multiple grants may interact to achieve the goals of the grant.

C. GRANT FUNDING

Applicants may request a maximum of \$50,000. Grant funds may be used only for activities directly related to the approved proposal (see Eligible Project Costs below). All proposals will be ranked according to the total number of points received (see Application Review and Award Process section on pages 4-5 for further discussion of scoring). Grant award recommendations will be made based upon the points received. The higher the score, the better the chance of funding. The Board reserves the right to reduce the amount of any grant request. If an applicant proposes an excellent project that would require the full \$50,000 to operate, it would not be detrimental for the applicant to request the full \$50,000. However, if an applicant proposes a project that could subsist on less than \$50,000 and requests the full \$50,000, they would most likely be docked points in the budget portion of the Evaluation and Scoring Criteria. All grant funds must be expended by the end of the grant term.

D. COPYRIGHT ACKNOWLEDGEMENT

Applicant acknowledges that the Board shall have exclusive title to all copyrightable and trademarkable materials developed as a result of this grant.

E. ELIGIBLE PROJECT COSTS

All costs, whether paid for with grant funds or matching funds, must be directly related to the approved proposal. Materials, services, equipment, or facilities that directly increase opportunities for promoting the concept of reuse, as described in the approved proposal, may be eligible project costs. Costs must be reasonable, cost-effective, and focused on local needs.

F. INELIGIBLE PROJECT COSTS

Any costs not directly related to promoting the concept of reuse, as described in the approved proposal, are ineligible for grant funding or as matching funds. Ineligible costs include, but are not limited, to the following:

- Costs incurred prior to or after the grant term;
- Costs currently covered by another Board loan, grant or contract;
- Purchasing or leasing of vehicles by other than public agencies;

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- Overtime costs (except for local public agency staffing during evening or weekend events when law or labor contract requires overtime compensation);
- Out-of-state travel;
- Any food or beverages (e.g., as part of meetings, workshops, training, or events);
- Public education costs not directly tied to the concept of reuse;
- Profit or mark-up by the grantee or partner;
- Cell phones and pagers;
- Overhead and indirect costs; and
- Any costs that are not consistent with local, state, and federal guidelines and regulations.

G. MATCHING FUND REQUIREMENT

All applicants are required to provide matching funds equal to or greater than the amount of the requested grant. Matching funds can be used for eligible expenses, including staffing or consultant costs that are directly related to the project. Matching funds cannot be used for ineligible costs, including travel, equipment, or other administrative or operational expenses not directly associated with promoting the concept of reuse. Matching fund expenses are subject to the same restrictions and limitations as grant funds.

H. GRANT TERM

The term of the grant is approximately two (2) years. **All costs must be incurred and invoices received by the Board during this term.**

I. QUESTIONS AND ANSWERS

Questions about this application must be submitted in writing or via e-mail to Sarah Weimer (e-mail address: sweimer@ciwmb.ca.gov) by February 28, 2001. (If possible, please include an e-mail address for responses.) Board staff will use the questions submitted to develop a question and answer sheet that will be distributed by March 1, 2001. Responses will be posted on the Board's Grant Web site at <http://www.ciwmb.ca.gov/ReUse> and mailed (via e-mail, if available) to anyone requesting an application. To the extent possible, similar questions will be grouped together. Please note that no specific project questions will be answered.

II. GRANT APPLICATION REVIEW AND AWARD PROCESS

A. APPLICATION REVIEW

After the close of the application period, Board staff will evaluate applications using the Evaluation and Scoring Criteria below. To be considered for funding, applicants must receive a minimum total score of 70 points in the General Review Criteria and meet the minimum number of points required in each criteria area 1-7. Preference Criteria points will be considered if the applicant scores at least 70 points within the General Review Criteria (areas 1-7). **The panels will score applications based solely on the information provided in the application.**

B. EVALUATION AND SCORING CRITERIA

General Review Criteria (100 possible points—minimum 70 points required)

1. Need. (30 points—minimum 15 points required)

- The percentage increase of the applicant's commercial sector that will become aware of and utilize the concept of reuse as a result of the project. Consideration will also be given to applicants who want to target outreach to portions of the commercial sector that have the greatest potential for increasing waste diversion through reuse; and
- The need for funding of the proposed project; and
- The need for the proposed project.

2. Objectives. (25 points—minimum 12.5 points required)

- How the proposal's specific objectives and results will address the identified need; and
- The extent to which benefits from the project will continue after the funding has ended.

3. Methodology. (5 points—minimum 2.5 points required)

Completeness of the Work Statement Form, which explains the activities to be undertaken to achieve the objectives.

4. Evaluation. (5 points—minimum 2.5 points required)

Soundness of the method and process proposed to evaluate the success of the project including whether the objectives were accomplished.

5. Budget. (10 points—minimum 5 points required)

Completeness and demonstration that the proposed expenses for both the grant and matching funds are reasonable.

6. Two (2) Letters of Support, Completeness, Resources, Expertise, and Experience. (10 points—minimum 5 points required)

Attachment of two (2) letters of support, completeness as required in the application instructions, and the inclusion of evidence that the applicant, its partner(s), contractor(s), and subcontractor(s) have sufficient staff resources, technical expertise, and experience to carry out the proposed project.

7. Green Procurement Policy and Sustainable Practices. (15 points—minimum 7.5 points required)

Submission of evidence of a current, green procurement policy for the local public agency and whether this policy is being used and enforced. At a minimum, proposal needs to include:

- A policy modified/adopted within the last five (5) years (adoption of a green procurement policy during the application period is acceptable); and
- Evidence of implementation of the policy; and
- A discussion of the results of policy implementation; and
- Evidence of the use of re-refined oil in vehicles or evidence of sustainable practices such as grasscycling, composting, water-efficient landscaping, etc. Applicants must provide documentation.

Preference Criteria (25 possible points)

(Must have obtained a minimum of 70 points in the General Review Criteria and met the minimum number of points in each criterion (1-7) to be considered for Preference Criteria Points.)

8. Key Priority Wastes. (5 points)

Applicant proposes to focus on diverting one (1) or more of the following key priority wastes:

- Organics (e.g., food waste)
- Construction and Demolition
- Electronics
- Materials intended for use in an educational setting (e.g., chairs, desks, etc.)

9. Expansion. (5 points)

Applicant proposes to expand existing program(s) to include the diversion of additional material/product types.

10. Visible and Educational. (5 points)

Applicant proposes that the project will be highly visible and educational.

11. Recipients of Project. (5 points)

Applicant proposes to benefit educational and/or nonprofit organizations through the project.

12. Vocational Training. (5 points)

Applicant proposes to provide vocational/job skill training through the project.

C. BOARD AWARD OF GRANTS

The Board will consider staff funding recommendations in Spring 2001 at a regularly scheduled Board meeting. Board staff will notify applicants of the staff recommendations prior to the Board meeting.

III. APPLICATION INSTRUCTIONS

All requested information must be provided in a clear and succinct manner. The application must:

- Be typed with a minimum 10-point font;
- Be double-sided;
- Be single-spaced on 8 ½" x 11" paper;
- Be submitted on paper with a minimum 30% post-consumer content that bears a recycled logo or text confirming the use of recycled paper;
- Have pages numbered consecutively; and
- Have one-inch margins all around.

Please note that:

- One (1) original and three (3) copies of the application package must be submitted;
- Please staple applications in the upper left-hand corner and do not use covers, binders, or folders;
- No applications hand delivered or submitted using e-mail or faxes are allowed;
- Complete applications must be mailed and postmarked no later than Friday, March 9, 2001. The mailing address is: California Integrated Waste Management Board, Grants Administration Unit, P.O. Box 4025, CA 95812-4025;
- All application materials will become the property of the Board; and
- Late or incomplete applications will be returned to the applicant and will not be considered for grant funding.

Provide a table of contents identifying each section and its page number. The grant application must contain the following information in the following order:

- A. Application Cover Sheet Form (Exhibit A)
- B. Proposal Narrative (Exhibit B)
- C. Work Statement Form (Exhibit C)
- D. Budget Itemization Form (Exhibit D)
- E. Two (2) Letters of Support (Exhibit E)
- F. Jurisdiction's Green Procurement and Sustainable Practices Policy and Documentation of Policy (Exhibit F)
- G. Resolution (Exhibit G) (This may be submitted after March 9, 2001 if the public agency can show good cause as to why the Resolution was not turned in on time, and indicates this in the application, but the Resolution must be received by May 15, 2001.

IV. GRANT ADMINISTRATION

A. GRANT AGREEMENT

Following the award of grants by the Board in Spring 2001 at a regularly scheduled Board meeting, the grantee will receive a Grant Agreement, which is comprised of the Terms and Conditions, Procedures and Requirements (copies of these documents in draft form are available for review by grant applicants), and the applicant's Budget Itemization and Work Statement. The signature authority designated by Resolution will be required to sign the Grant Agreement and return it to the Board. The grant term will be approximately twenty-four (24) months beginning in the Spring of 2001.

Grant awards are conditioned upon: 1) the return of a complete and signed Grant Agreement and 2) the full payment of all outstanding debt(s) owed by the Grantee to the Board no later than ninety (90) days from the date of the mailing of the Agreement by the Board. The grant may not be made if Grantee fails to comply with these conditions.

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B. PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved. Payment will be made only for costs described in the grantee's approved Budget Itemization (Exhibit D). All payment requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, etc.). The Board will withhold ten percent (10%) of each approved payment request until all conditions stipulated in the Grant Agreement have been satisfied.

C. AUDIT REQUIREMENTS

Grantees shall agree that the Board, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Grant Agreement. Further, grantees shall agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. Further, grantees shall agree to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantees shall agree to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of the Grant Agreement.

INSTRUCTIONS FOR APPLICATION COVER SHEET

The form may be adapted to each applicant's computer software; however, the format must be followed exactly.

Applicant

This is the name of the local public agency that is submitting the proposal (e.g., City of Anaheim, Santa Clara County).

Department

For example, Department of Public Works Agency, Fire Department, or Environmental Management Department.

Regional Participants

The local public agencies participating in a regional application should be listed here. Each listed agency must designate the lead agency (Applicant) to act on their behalf by including one of the following: (a) a resolution; (b) a letter from the chief administrative officer for the agency; (c) a Joint Powers Authority that states the same; or (d) a Memorandum of Understanding specifically for this grant.

Primary Contact

This individual is responsible for carrying out the day-to-day management and implementation of the grant. All Board correspondence will be directed to this individual (e.g., Recycling Analyst, Environmental Technician, or Solid Waste Engineer). **The Primary Contact must be a local public agency employee.**

Finance Officer

This individual is responsible for compiling payment requests and tracking all grant expenditures and encumbrances (e.g., Budget Officer or Accounting Technician).

Program Director

This individual has ultimate responsibility for the project (e.g., Public Works Director, City Engineer, or Solid Waste Management Director).

Assembly and Senate Districts

List the district numbers for all districts affected by the proposed project.

Brief Description of Project

Include a three to five (3-5) sentence summary of the proposed project. The Board may distribute this summary to the public.

Total Grant Request

The total number of dollars being requested from the Board rounded to the nearest dollar. Do not include applicant contributions or in-kind services.

Signature

The person designated, or to be designated, in the Resolution is the "designated signature authority," and only (s)he is authorized to sign the application, the Grant Agreement, and the Payment Request Forms. **The designated signature authority must be an employee of the local public agency.**

Exhibit A: Application Cover Sheet Form

Applicant (or Lead Applicant):		
Department:		
Mailing Address:		
City:	County:	Zip Code:

Regional Participants (if applicable):

Primary Contact (Name & Title):		
Phone:	FAX:	E-Mail:

Finance Officer (Name & Title):		
Phone:	FAX:	E-Mail:

Program Director (Name & Title):		
Phone:	FAX:	E-Mail:

Assembly District(s):
Senate District(s):

Brief Description of Project (3-5 Sentences):
Total Grant Request: \$ _____

Certification: I declare, under penalty of perjury, that all information submitted for the Board's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Signature:	Date:	Phone:
Print Name and Title of Person Authorized by Resolution:		

Exhibit B: Proposal Narrative

(Instructions: Utilize the following format for completing this exhibit. This must be typed double-sided on 8 ½" x 11", minimum 30% post-consumer content recycled paper (a recycled logo or text confirming the use of recycled paper is required), with all pages numbered consecutively. This must be single-spaced, have one-inch margins, and minimum 10-point font. Do not include attachments other than those requested.)

PROGRAM CRITERIA

NEED

(Criterion #1 - 30 points)

(6 points)

Briefly, in one (1) paragraph, describe the promotional materials or activities proposed for funding with a Reuse Assistance Grant and how those materials or activities will be utilized.

(6 points)

Provide necessary background and convincing reasons why your project should be funded, including: the current efforts of reuse by your business community; current outreach efforts; and how this proposal would increase outreach and use and by how much.

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(6 points)

Describe and justify any targeting of specific commercial sectors based on potential for waste diversion through reuse.

(6 points)

Explain why your jurisdiction needs funding for this project. What other sources of funding are available? Have you applied for other grants to fund the project? If so, please specify which ones.

(6 points)

Describe the consequences, if any, if the proposal is not funded.

**PROGRAM CRITERIA
OBJECTIVES
(Criterion #2 - 25 points)**

(10 points)

Explain the proposal's specific objectives, including desired results, and how they relate to the need.

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(5 points)

Quantify outreach goals (e.g., how many people you will reach, etc.)

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(5 points)

Quantify desired results.

(5 points)

Explain how, and if, the project will be continued after the grant term ends.

**PROGRAM CRITERIA
METHODOLOGY
(Criterion #3 - 5 points)**

INSTRUCTIONS FOR COMPLETING THE WORK STATEMENT FORM

The Work Statement Form must list all activities described in the Proposal Narrative that are necessary to complete the proposed project.

1. List (number) and describe the proposed major activities to be undertaken, whether the activity will be completed by jurisdiction staff or a contractor, and the start and ending dates for the activity.
2. Format the Work Statement Form as shown in the following example. Use the table format shown but adjust the information to fit your project. More or less tasks may be needed for your proposed project.

Exhibit C: Work Statement Form (Sample)

Task Number	Description of Activity	Who is Performing: Staff or Contractor	Start and End Dates
Task 1	Secure contract with California Conservation Corps.	Staff	12/1/00 to 1/16/01
Task 2	Coordinate photo shoots for reuse/recycling information card, ads, and billboards.	Staff	12/4/00 to 1/8/01
Task 3.1	Compile lists of people pulling permits within last year from building departments of 11 jurisdictions.	Staff	12/6/00 to 3/5/01
Task 3.2	Develop database for direct mail piece.	Staff	12/6/00 to 3/5/01
Task 4.1	Reserve billboard space.	Staff	12/6/00
Task 4.2	Design ad for billboard.	Staff	12/6/00
Task 5	Design promotional reuse/recycling information card.	Staff	12/8/00 to 1/30/01
Task 6	Order phone book ads for 2001 phone book.	Staff	12/11/00

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Task 7	Design imprint for business card files.	Staff	12/14/00 to 12/28/00
Task 8	Produce photos for reuse/recycling information cards, ads, and billboards.	Contractor	12/25/00 to 1/8/01
Task 9	Purchase billboard.	Staff	12/31/00
Task 10	Purchase business card files.	Staff	1/1/01 to 2/13/01
Task 11.1	Research reusable Construction and Demolition material type categories and weights.	Staff	1/1/01 to 1/22/01
Task 11.2	Compile information into categories for data entry and for eventual diversion calculation.	Staff	1/1/01 to 1/22/01
Task 12	Design direct mail envelope.	Staff	1/16/01 to 1/31/01
Task 13	Design business cards.	Staff	1/16/01 to 1/31/01
Task 14	Design newspaper ads.	Staff	1/18/01 to 2/5/01
Task 15	Assist in computer program development for tracking jurisdiction of origin of donated materials and material type.	Staff	1/22/01 to 2/9/01
Task 16	Purchase display ads to begin running February 12, 2001.	Staff	1/22/01 to 2/9/01
Task 17.1	Print promotional reuse/recycling information cards and business cards.	Contractor	2/1/01 to 2/14/01
Task 17.2	Print direct mail envelopes.	Contractor	2/1/01 to 2/14/01
Task 18	Prepare related articles for Materials Exchange catalogs and trade journals; press releases.	Staff	2/5/01 to 11/23/01
Task 19	CCC begins work.	Contractor	2/12/01 to 11/23/01
Task 20	Track of CCC collections.	Staff	2/12/01 to 11/23/01
Task 21	Response to campaign generated calls.	Staff	2/12/01 to 11/23/01
Task 22	Stuff business card files with business cards.	Staff	2/12/01 to 11/23/01
Task 23	Stuff direct mail envelopes.	Staff	3/2/01 to 3/9/01
Task 24	Mail direct mail package.	Staff	3/12/01
Task 25	Distribute reuse/recycling information cards.	Staff	3/26/01 to 11/23/01
Task 26	Schedule and give presentations to contractors groups and other trade associations.	Staff	3/26/01 to 11/23/01
Task 27	Call contractors pulling permits for one-on-one education.	Staff	6/4/01 to 11/23/01
Task 28	Submit final report to CIWMB.	Staff	12/3/01

Exhibit C: Work Statement Form

[illegible]

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**PROGRAM CRITERIA
EVALUATION
(Criterion #4 - 5 points)**

(3 points)

Briefly describe the methods that will be used to evaluate the success of the project and determine whether objectives were accomplished.

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(2 points)

Specify who will be responsible for the evaluation and whether any evaluation reports will be produced and if so, by what date.

**PROGRAM CRITERIA
BUDGET ITEMIZATION
(Criterion #5 - 10 points)**

INSTRUCTIONS FOR COMPLETING THE BUDGET ITEMIZATION FORM

- Use the format included as Exhibit D (Sample) to provide a budget, which includes the grant request and the 50% matching funds for the project.
- Provide a budget that is highly detailed to determine that the proposed expenses are reasonable. The budget must break down each individual cost for the entire project into very specific cost categories. All costs must add up correctly.
- All tasks identified in the Work Statement and Proposal Narrative must be itemized in the budget. All budget items listed in this proposal must be reflected in the Work Statement Form.
- Each task in the Work Statement must be itemized and matched up with each task in the budget. (For example, Task 1 in the Work Statement needs to match up with Task 1 in the budget. The budget for Task 1 needs to itemize the costs for everything associated with Task 1 in the Work Statement.)
- Budgeted items for miscellaneous, contingency, or managerial costs must be clearly described, justified, and kept to a minimum.
- Reference the Eligible and Ineligible Project Costs sections of this application package (pages 3-4) to determine eligible and ineligible costs.
- Provide recent quotes and estimates for all costs; tie them to specific budget items. Attach these quotes following Exhibit D.
- Provide specific details for equipment, services, and supplies requested.
- Describe how the project is cost effective.

The following is a sample Budget Itemization. Use the table format shown but adjust the information to fit your project.

Exhibit D: Budget Itemization Form (Sample)

Reuse Assistance Grant Funds					
Task Number	Item	Rate	Units	Hours	Cost
Task 9	Purchase billboard.	\$6,500.00	1		\$6,500.00
Task 6	Purchase yellow pages ads.	\$278.40 (1/2 page ad)	2		\$556.80
Task 8	Professional photos (4) for ads, brochures, etc.	\$850.00	4		\$3,400.00
Task 10	Promotional item: Business Card File.	\$3.07	2,500		\$7,675.00
Task 16	Display ads.	\$443.38	30		\$13,301.40
Task 17.1	Printing Reuse Program business card.	\$364.65 (per 1 unit of 5,000) (including tax)	1		\$364.65
Task 17.2	Envelopes and printing.	\$245.87 (per 1 unit of 2,500) (including tax)	2,500		\$245.87
Task 19	Two California Conservation Corps staff for pickups of material.	\$24.00		400	\$9,600.00
Total Reuse Assistance Grant Funds Requested					\$41,648.72

(continued)

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Matching Funds					
Task Number	Item	Rate	Units	Hours	Cost
Task 1	Development of contract with California Conservation Corps.	\$74.81 (Manager)		24	\$1,795.44
Task 2	Coordinate photo shoot.	\$66.22 (Administrator)		24	\$1,589.28
Task 25	Countertop display (40+) distribution and restocking.	\$66.22 (Administrator)		40	\$2,648.80
Task 14	Design newspaper ads.	\$74.81 (Manager)		40	\$2,992.40
Task 5	Design reuse/recycling information card.	\$74.81 (Manager)		40	\$2,992.40
Task 12	Design envelope.	\$74.81 (Manager)		6	\$448.86
Task 24	Mailing direct mail package to 2,500 contractors, stores, etc.	\$0.38	2,500		\$950.00
Task 27	One-on-one calls to contractors pulling permits to educate about Reuse Program option.	\$66.22 (Administrator)		96	\$6,357.12
Task 13	Design Reuse Program business card.	\$74.81 (Manager)		3	\$224.43
Task 7	Design business card file.	\$74.81 (Manager)		5	\$374.05
Tasks 4.1 and 4.2	Billboard ad design and coordination.	\$74.81 (Manager)		14	\$1,047.34
Task 22	Stuff business card files with Reuse Program business cards.	\$10.00	24		\$240.00
Task 23	Stuff envelopes with business card file and literature.	\$45.71 (Analyst)		24	\$1,097.04
Task 3.1	Compilation of lists of contractors pulling building/demolition permits from 11 jurisdictions in the county in the last year.	\$74.81 (Manager)		35	\$2,618.35
Task 3.2	Create lean database for direct mail piece.	\$66.22 (Administrator)		12	\$794.64
Task 21	Staff time to respond to calls from articles.	\$66.22 (Administrator)		49	\$3,665.69
Task 26	Schedule and attend contractors' meetings.	\$74.81 (Manager)		50	\$3,740.50
Task 11.1	Research reusable Construction & Demolition material type weights.	\$74.81 (Manager)		49	\$3,244.78
Task 11.2	Compile information into categories for calculating diversion.	\$74.81 (Manager)		50	\$3,740.50
Task 15	Assist with upgrading of Reuse Program computer system for tracking jurisdiction and material type.	\$74.81 (Manager)		10	\$748.10
Task 20	Reuse program staff tracking of CCC collections, tracking where donors learned about Reuse Program, data entry of material types, addresses, and weights.	\$10.00 (Student Assistant)		290	\$2,900.00
*Total Matching Funds					\$43,791.31

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Total Project Cost					\$65,453.93

*Must be at least fifty percent (50%) of total project cost

Note: For work done outside of the local public agency, attach at least three (3) estimates. For work to be done by the agency, attach the cost estimate from the Department performing the work (e.g., 20 staff hours @ \$50/hour).

Exhibit D: Budget Itemization Form

Reuse Assistance Grant Funds					
Task Number	Item	Rate	Units	Hours	Cost
Total Reuse Assistance Grant Funds Requested					\$
Matching Funds					
Task Number	Item	Rate	Units	Hours	Cost
*Total Matching Funds					\$
Total Project Cost					\$

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*Must be at least fifty percent (50%) of total project cost

Note: For work done outside of the jurisdiction, attach at least three (3) estimates. For work to be done by the jurisdiction, attach the cost estimate from the Department performing the work (e.g., 20 staff hours @ \$50/hour).

Exhibit E: Letters of Support, Completeness, Experience, Etc.

PROGRAM CRITERIA

TWO (2) LETTERS OF SUPPORT, COMPLETENESS, RESOURCES, EXPERTISE, AND EXPERIENCE

(Criterion #6 - 10 points)

Directions:

- Attach, to this form, two (2) letters of support for the project as **Exhibit E**. The letters may be from businesses, organizations, or community members.
- Double check the application and make sure everything requested is included, and in the order prescribed.

(5 points)

Includes two (2) letters of support for the project (attach letters):

☐ Yes ☐ No

(3 points)

Explain how you, your contractors, and/or subcontractors have sufficient staff resources, technical expertise, and experience to carry out the proposed project.

[For applicants that partner with a California nonprofit organization or commercial business who partners with another local public agency for a separate Reuse Assistance Grant: demonstrate the organization's ability to run multiple grants, and, if applicable, how the multiple grants may interact to achieve the goals of the grant.]

(2 points)

Completeness Check

Application is:

- ☐ Typed with a minimum 10-point font;
- ☐ Double-sided with one-inch margins all around;
- ☐ Single-spaced on 8 ½" x 11" paper with pages numbered consecutively;
- ☐ Printed on paper with a minimum 30% post-consumer content that bears a recycled logo or text confirming the use of recycled paper;
- ☐ Prefaced with a Table of Contents;
- ☐ Stapled in the upper left-hand corner (preferably) and not submitted in covers, binders, or folders;
- ☐ Submitted with one (1) original and three (3) copies of the application package; and
- ☐ Postmarked no later than Friday, March 9, 2001 and mailed to: California Integrated Waste Management Board, Grants Administration Unit, P.O. Box 4025, CA 95812-4025.

**Exhibit F: Attach Applicant's Green Procurement
(Recycled Content Purchasing) and Sustainable Practices Policy
Verification Form
(Criterion #7 - 15 points)**

Directions:

- Check with your local public agency's General Services Agency or Administrative Services Department for a Green Procurement and/or Sustainable Practices Policy. Policy(ies) must have been modified/adopted within the last five (5) years (adoption of a green procurement and/or sustainable practices policy during the application period is acceptable);
- Attach, to this form, a copy of the local public agency's Green Procurement Policy, which requires the local public agency to use recycled-content, recyclable, or reusable products, or other waste reduction measures where appropriate and feasible; and
- Attach, to this form, documentation of the use of re-refined oil in vehicles or evidence of sustainable practices such as grasscycling, composting, water-efficient landscaping, etc.

(2 points)

Have a Green Procurement Policy:

☐ Yes ☐ No

(2 points)

Have a Sustainable Practices Policy:

☐ Yes ☐ No

Date Policy(ies) was(were) Adopted: _____

(Stop here if you do not have a Green Procurement and/or Sustainable Practices Policy.)

Reuse Assistance Grants-Cycle 2

(4 points)

Describe your Green Procurement Policy. List the types of recycled products you have previously purchased, etc. Attach documentation:

(2 points)

Evaluate your Green Procurement Policy:

1) What aspects have been successfully implemented?

2) What areas need improvement?

(5 points)

Discuss your use of re-refined oil in vehicles or evidence of sustainable practices such as grasscycling, composting, water-efficient landscaping, etc. Attach documentation.

INSTRUCTIONS FOR RESOLUTION (EXHIBIT G)

Attach the approved resolution for a single local public agency or all supporting documents for a regional program as Exhibit G. **See attached Exhibit G for a Sample Resolution (page 22).** Exhibit G may be submitted after March 9, 2001 if a jurisdiction can show good cause as to why the Resolution was not turned in on time, and indicates this in the application, but the Resolution must be received by May 15, 2001. **Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement and Payment Request Form(s). The designated signature authority must be a public agency employee.**

1. Resolution Types For Single Local Public Agencies

The grant application package must include either:

- An approved resolution from the applicant's governing body which authorizes submittal of an application for the Reuse Assistance Grant and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payments (see Exhibit G); or
- An approved resolution from the applicant's governing body which authorizes the submittal of grant applications to the Board for all available grants under the California Integrated Waste Management Act and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payments.

2. Regional Programs

Multiple local public agencies may join together to submit a regional application. A lead agency must be designated by the participating local public agencies to administer and be responsible for the grant. The lead agency must submit a resolution authorizing it to act on behalf of the regional program. In addition, each participating jurisdiction in a regional application must submit one (1) of the following:

- A letter from the chief administrative officer stating that the local public agency wants to participate in the regional program and authorizing the lead applicant to act on their behalf as both applicant or grant administrator; or
- A resolution authorizing the lead applicant to act on their behalf as both applicant and grant administrator; or
- A copy of a Joint Powers Authority (JPA) agreement and a letter from each JPA member jurisdiction's county administrator/city manager authorizing the JPA to act on behalf of the jurisdiction as both applicant and grant administrator; or
- A copy of a Memorandum of Understanding specifically for this grant proposal authorizing the lead applicant to act on behalf of the local public agency both as applicant and grant administrator.

Exhibit G: Sample Resolution for Reuse Assistance Grant

WHEREAS, Public Resources Code *Section 42000* authorizes the California Integrated Waste Management Board (Board) to conduct market development activities to strengthen demand by manufacturers and end-use consumers for recyclable materials collected by municipalities, nonprofit organizations, and private entities; and

WHEREAS, the concept of reuse is an integrated approach which encompasses integrated waste management objectives such as building materials efficiency, construction and demolition waste reduction, and maximization of reused- and recycled-content building and landscaping materials; and

WHEREAS, on December 12-13, 2000, the Board approved the Evaluation Process, Scoring Criteria, and Preference Criteria for the Reuse Assistance Grants; and

WHEREAS, the Board will enter into an agreement with the grantee for development of the project;

***NOW, THEREFORE, BE IT RESOLVED** that the (Title of Governing Body) authorizes the submittal of an application to the Board for a Reuse Assistance Grant. The (Title of Official), or their designee, is hereby authorized and empowered to execute in the name of the (Name of Local Public Agency) all necessary applications, contracts, payment requests, agreements, and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the (Title of Governing Body) this ____ day of _____, 20____.

ATTEST:

Signed: _____ Date: _____

*The wording in this paragraph is appropriate for a jurisdiction applying individually. The following paragraphs provide alternative wording to be used by the lead jurisdiction for a regional program or a participant in a regional program:

Lead Applicant for a Regional Program – NOW, THEREFORE, BE IT RESOLVED, that the (Lead Applicant's Governing Body) authorizes the submittal of a regional application on behalf of the (List Participating Cities/Counties) to the Board for a Reuse Assistance Grant. The (Title of Official for Lead Local Public Agency) of the (Name of Lead Local Public Agency), or their designee, is hereby authorized and empowered to execute in the name of the above named cities/counties all necessary applications, contracts, payment requests, agreements, and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Participant in a Regional Program – NOW, THEREFORE, BE IT RESOLVED that the (Name of Participating Local Public Agency) authorizes the (Name of Lead Local Public Agency) to submit to the Board a regional application for the Reuse Assistance Grant on its behalf. The (Name of Lead Local Public Agency) is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements, and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

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